Personnel Administration

Overview

Chapter 1

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Overview Objectives

By the end of this chapter, you will be able to:

➢ Explain Personnel Administration in AASIS
➢ Define Terms, Concepts, and Procedures
➢ Discuss Integration Points of Personnel Administration
➢ Discuss Personnel Administration Process Changes
➢ Explain Infotypes
➢ List all Personnel Administration Infotypes

Master Data

HUMAN RESOURCE MASTER DATA

Human Resource Master Data is the employee data that ultimately forms the online employee personnel record.

Examples of HR Master Data elements are: personnel number, name, addresses, bank details, social security number, absences, work schedule, organizational assignment, etc.

HR Master Data is the information used for day-to-day HR functions.

Employees

Employees are your agency's most important asset. The Human Resources components enable you to store and administer employee data. Employee data is stored as infotypes with validity dates (effective dates).

Employee data includes items such as, where the employee works, what position the employee holds, and how the employee gets paid.

Every employee is included in the structure of his or her agency.

Personnel Number

PERSONNEL NUMBER

Effective June 24, 2001, all new hires and existing employees were issued a unique system-generated personnel number. To access data on an employee, the employee personnel number is required. However, if the personnel number is unknown, a search by employee name, or social security number, or position provides the personnel number. One way to search by employee last name is to enter =n.(last name) in the Personnel number field and press enter. Refer to Troubleshooting Note#1 for another way to search by employee name. The personnel number stays with the employee's record throughout the life of the employee.
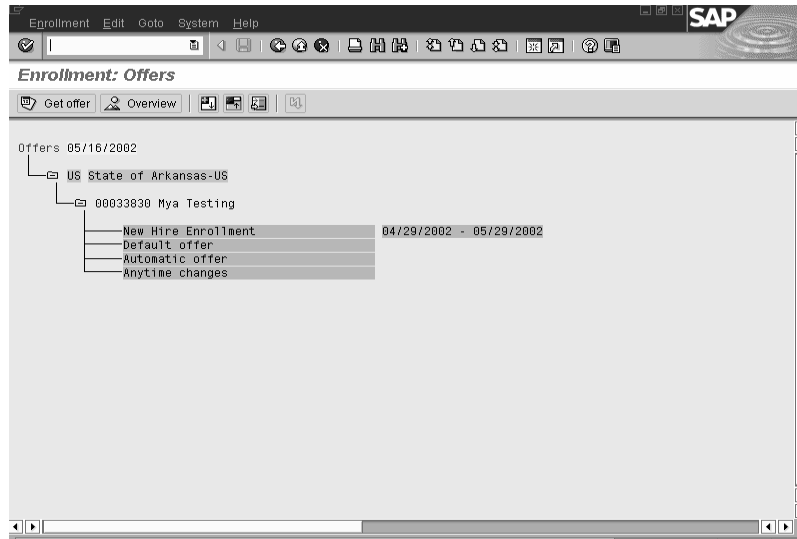
Integration Points

Time Management

All time is recorded for positive reporting employees through the Cross Application Time Sheet (CAT2). Only absences are recorded in CAT2 for negative reporting employees. Leave balance checks are performed online at time of entry. Overtime eligibility validation is performed at time evaluation. Time is approved by the employee occupying the role of Time Management Supervision. Once time is approved and evaluated, it is transferred electronically to Payroll for further processing.

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Integration Points (continued)

Benefits

Employees are enrolled in benefit plans after the hire action has been processed in the system, upon experiencing a family status change, or when an employee's employment status changes. The enrollment process uses data from the HR master data and the state benefit plans. An employee is only enrolled in those plans for which they are eligible.

Integration Points (continued)

Payroll

All pay related data and other relevant master data for an employee is used in the payroll run for each payroll period. To ensure employees are paid appropriately, payroll simulation must be performed on a weekly basis at a minimum. It is recommended that each agency perform the payroll simulation process each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll) the appropriate person(s) MUST process time transfer, time evaluation, time evaluation message display report and payroll simulation. This will allow the agency time to correct any last minute errors that may have been created by master data updates.

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Integration Points (continued)

Display Relationships

Position	R264	MANAGEMENT PROJECT ANALYST I
Planning status	Active	
Validity	06/24/2001 to 12/31/9999	Change information

Relationships
Relationship type/number   A 003 Belongs to

Related object
Type of related object   Organizational unit
ID of related object   21690610
Abbreviation   610
Name   Department of Finance and Administration

Priority

Record 1 of 4

MP100100 sapqas INS

AASIS Support Center, V3.0
November 2005, Gwinnett Orr

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Organizational Management

The positions to which employees (persons) are assigned are maintained in this component. The attributes assigned to a position in organizational management dictate many important items such as what grade a position is assigned, which pay scale an employee is assigned, which agency the position is assigned, and which benefit offerings an employee is eligible for etc.

New Terms

Personnel Actions

HR business processes or procedures are represented as personnel actions. Personnel actions affect an employee and track major events over the course of his/her career with the state. Examples include new hire, promotion, demotion, lateral transfer, and termination.

Each personnel action is processed by entering the data on the required infotype screens. Through this data entry, the online employee personnel records are created and updated. New personnel actions are processed as required.

Personnel Actions

When initiating a personnel action on an employee's personnel number, an error message will appear if another user is working with the same personnel number.

It is important to know the following: When initiating a personnel action on an employee's personnel number, an error message will appear if another user is working with that same employee personnel number. The error message will state, "Person is already being processed by user (username is reflected here)."

Therefore, you will need to wait until the current user has completed their action before you can initiate your personnel action.

Infotype

An infotype is short for "Information type." They are screen forms with fields in which data on a particular subject can be stored. For example, the address infotype 0006 contains data which tells you where the employee lives: house number, street name, city, state, zip code, etc.

Each infotype has a name and a four digit numeric code. All "Personnel" infotypes start with a '0'.

Please refer to the quick reference card of all infotypes used in Personnel Administration.

Infotype (continued)

Infotypes store employee's individual information. For example: last name, first name, and date of birth are stored in the Personal Data infotype 0002.

Employee data must be kept current. Data can be displayed, corrected, and supplemented.

The Human Resources System stores all data in infotype records. Certain infotypes must exist on an employee in order for the employee to get paid. We will discuss those infotypes in Chapter 2.

Questions and Answers